SF-3700A
SF-3900A
SF-3905A
SF-3700ER
SF-3900ER

User's Guide
Guía del usuario
Mode d'emploi

CASIO®

ESF

Contents

Read this first! E-3

Timekeeping Function E-5

Alarm Function E-8

Inputting Characters E-9

Recalling Data E-13

Editing Data E-14

Secret Memory Area E-14

Euro Conversion Mode (SF-3700ER/3900ER) E-15

Conversion Mode (SF-3700A/3900A/3905A) E-18

Memory Capacity Display E-20

Calculator Mode E-21

About the Power Supply E-22

Messages E-24

World Time City Table E-25

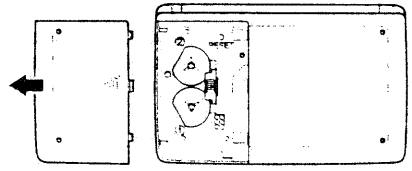
Specifications E-26

Read this first!

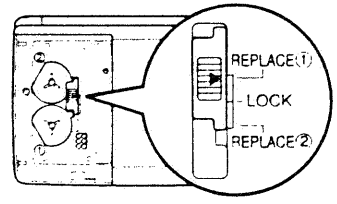
■ Before using the unit for the first time

Use the following procedure to load batteries and reset the unit before using it for the first time.

1. Slide the battery compartment cover in the direction indicated by the arrow.



2. Slide the battery switch to the "REPLACE ①" setting.



3. Load the new battery into the battery compartment, making sure that the positive (+) side of the new battery is facing up (so you can see it).
4. Slide the battery switch to the "REPLACE ②" setting and repeat step 3 for the other battery.

- Be sure to load two new CR2032 batteries only. Never mix an old battery with a new one.

5. Slide the battery switch to the "LOCK" setting.

- You will not be able to turn the unit on if the battery switch is not in the "LOCK" setting.

6. Press the RESET button. "RESET?" appears on the display

7. Press **SET** to reset or any other key to abort.

   - **Initial settings after RESET**
     Home Time Zone: New York (NYC)
     Home Time: 12:00 AM, January 1, 2000
     World Time Zone: London (LON)
     12/24-Hour Setting: 12-hour

8. Replace the battery compartment cover.

■ Keep written copies of important data.

CASIO COMPUTER CO., LTD. assumes no responsibility for any damage or loss caused by deletion of data as a result of malfunction, repairs, or removal of both batteries.

■ Important Precautions

- Keep away from direct flame.
- Keep away from heat: direct sunlight, near heaters, etc.
- Never try to disassemble the unit.
- Clean exterior only with a soft cloth moistened in a weak solution of a mild neutral detergent and water.
- Items described in this manual are subject to change without notice.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any loss or claims by third parties which may arise from the use of this product.

■ About the EL backlight

- This unit is equipped with an EL backlight that allows easy viewing of display contents in a theater, or anywhere else where lighting is dim.
- Note, however, that frequent or extended use of the EL backlight shortens battery life.

The following shows how backlight use affects battery life under controlled test conditions.*

Backlight Operation	Battery Life
Twice per day	Approximately 1 year
10 times per day	Approximately 6 months

* **Test Conditions**

- "Battery Life" is the time before battery failure when the unit is left on for one hour each day (5 minutes operation, 55 minutes display only, no operation), with one alarm operation and Hourly Time Signal turned on, plus the number of backlight operations shown above.
- "Backlight Operation" is the number of times the backlight is turned on (for eight seconds) per hour during display only (no operation).

To use the backlight

Pressing **LIGHT** turns on the backlight.

- The backlight turns off automatically about eight seconds after the last **LIGHT** button operation.
- Press **LIGHT** again to turn the backlight off.

■ About the Low Battery Message

Replace the batteries as soon as possible after the "BATTERY LOW" message appears.

- When battery power is low, the "BATTERY LOW" message will appear after you press **ON/OFF**, **TEL**, **SCHE/EXP**, **MEMO/TO DO**, **TIME/ALARM** or **CAL/CONV**. If you continue to operate the unit without battery replacement, power will switch off automatically.
- The Daily Alarm, Schedule Alarm and backlight will not operate while battery power is low.

To adjust display contrast

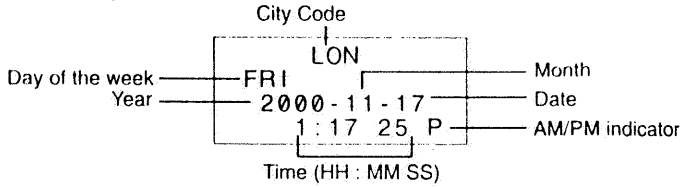
1. Press **CAL/CONV** to enter the Calculator Mode.
2. Press ▲ to increase contrast (making the figures on the display darker) or ▼ to decrease contrast (making the figures lighter).

Timekeeping Function

Each press of **TIME/ALARM** changes between the Home Time, World Time, and Alarm.

To change the World Time city

Use **TIME/ALARM** to display the World Time and then use ▲ and ▼ to scroll through the cities.



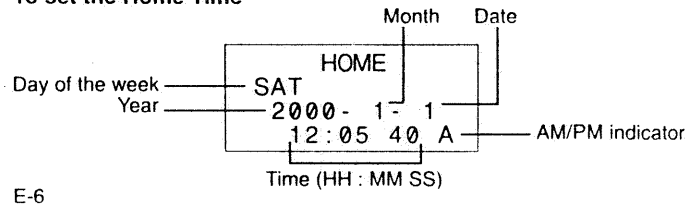
To set the Home Time city

Example

City: HKG (Hong Kong)

Key Operation	Display
TIME/ALARM	HOME SAT 2000- 1- 1 12:05 20 A
EDIT	NYC EDIT _000-01-01 12:05 A
▲ / ▼ • Scroll through city names until HKG appears.	HKG EDIT _000-01-01 12:05 A
SET • This resets the seconds to 00.	HOME SAT 2000- 1- 1 12:05 00 A

To set the Home Time



Example

Date: 2000-11-17 (November 17, 2000). Time: 9:45 PM

Key Operation	Display
TIME/ALARM	HOME SAT 2000- 1- 1 12:05 40 A
EDIT	HKG EDIT 000-01-01 12:05 A
20001117 **P** 0945 • Press **A** to specify AM and **P** for PM. AM is indicated on the display by "A", while PM is indicated by "P".	HKG EDIT 000-11-17 09:45 P
SET • This resets the seconds to 00.	HOME FRI 2000-11-17 9:45 00 P

- Be sure to input leading zeros when necessary.
- Use the following to specify noon and midnight.

	Noon	Midnight
12-hour format	12 PM	12 AM
24-hour format	12	00

To switch between standard and daylight saving time

1. Display the Home Time or World Time.
2. Press **DST**.

- You must make separate settings for Home Time and World Time.
- Changing the setting of one World Time city affects all World Time cities.

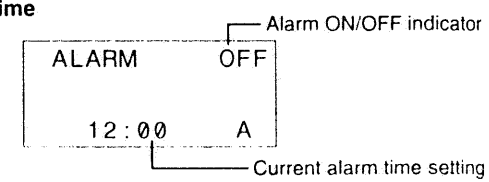
To switch between 12-hour and 24-hour format

1. Display the Home Time.
2. Press **12/24** to change between 12-hour and 24-hour timekeeping.

Alarm Function

- The alarm sounds for 20 seconds when the alarm time is reached.
- To stop the alarm when it is sounding, press any key. If the alarm sounds while the unit is turned off, press **ON** to stop the alarm.

To set the alarm time

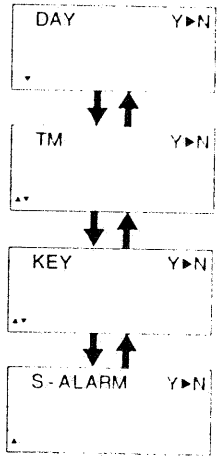


Example
8:05 PM

Key Operation	Display
TIME/ALARM TIME/ALARM TIME/ALARM	ALARM OFF 12:00 A
EDIT	ALARM EDIT _2:00 A
0805 **P** • Press **A** to specify AM and **P** for PM. AM is indicated on the display by "A", while PM is indicated by "P".	ALARM EDIT _8:05 P
SET	ALARM ON 8:05 P

To turn alarms on and off

1. Press **TIME/ALARM TIME/ALARM TIME/ALARM** to display the alarm screen.
2. Press ♪.
3. Use ▲ and ▼ to change between displays as shown below, and ◀ and ▶ to select "Y" (on) or "N" (off).



4. Press **SET** to return to the alarm screen.

Inputting Characters

- The following shows the memory capacity for each model as the total number of characters that can be stored in the Telephone Directory, Schedule Keeper, Memo, To Do, and Expense modes.
  SF-3700A, SF-3700ER: 65,359 characters
  SF-3900A, SF-3905A, SF-3900ER: 130,895 characters
- Press **SHIFT CAPS** to toggle the keyboard between upper-case and lower-case. The "C" indicator is on the display during upper-case input.
- To input a symbol, press **SHIFT** (so the "S" indicator is on the display) and then press the key for the symbol you want to input.

- To input a return, press ↵.
- Press – to input a hyphen.
- To input a space, press **SPACE**.
- To change a character, use ◀ and ▶ to move the cursor and then input the new character.
- To delete all input characters, press **CLEAR**.

To input Telephone Directory data

- Name: 26 characters; e-mail address: 39 characters; telephone number: 26 digits; fax number: 26 digits; pager number: 26 digits; cell phone number: 26 digits

Example

Name: CASIO; e-mail address: abcd@xyz.com; Tel: 045-012-3456; Fax: 045-012-7890; Pager: 045-987-6543; Cell Phone: 045-654-3210

Key Operation	Display
TEL	NAME? _
CASIO **SET**	E-MAIL/ADD? _
SHIFT CAPS ABCD **SHIFT** @ XYZ . COM **SET**	TEL#? _
045-012-3456 **SET**	FAX#? _
045-012-7890 **SET**	PAGER#? _
045-987-6543 **SET**	CELL#? _
045-654-3210 **SET**	NAME? _

- Data is automatically sorted into alphabetical sequence according to the names.

To input Schedule Keeper data

- Up to 52 characters per data item.

Example

Meeting on December 5, 2000 from 2 PM

Key Operation	Display
SCHE/EXP	SCHEDULE? _
MEETING **SET**	DATE/TIME? _ 2000-11-17 12:00 A
20001205	DATE/TIME? _ 2000-12-05 2:00 A
0200 **P SET** • Press **A** to specify AM and **P** for PM. AM is indicated on the display by "A", while PM is indicated by "P".	SCHEDULE? _

- Schedule Keeper data is sorted by date and time.
- This unit also has a Schedule Alarm, which you can turn on and off (see "To turn alarms on and off" on page E-9). If the Schedule Alarm is turned on, an alarm sounds when the current time reaches the start time of Schedule Keeper data that comes first chronologically. Note that the details of the Schedule Keeper data are not displayed when the Schedule Alarm sounds.

To input Expense data

- You can input up to 52 characters for the description of the item purchased and up to 10 digits for the amount paid.

Example
Purchase of a dictionary for $25.00.

Key Operation	Display
SCHE/EXP SCHE/EXP	EXPENSE?
DICTIONARY SET	AMOUNT? 0.
25 SET	EXPENSE?

To input Memo data

- Up to 52 characters per data item.

Example
JODY BIRTHDAY, 10-5 (October 5)

Key Operation	Display
MEMO/TO DO	MEMO?
JODY SPACE BIRTHDAY	JODY BIRTHDAY
10-5 SET	MEMO?

- Memo data is not sorted.

To input To Do data

- Up to 52 characters per data item.

Example
CALL BILL

Key Operation	Display
MEMO/TO DO MEMO/TO DO	DO WHAT?
CALL SPACE BILL	CALL BILL
SET	DO WHAT?

- To Do data is not sorted.

Recalling Data

The indicators ▲ and ▼ on the screen indicate that data exists above or below the displayed data. Use ▲ and ▼ to scroll the screen and view the other data.

- Indicators on the left side of the Telephone Directory screen show what kind of data is currently displayed. The display indicators are: "E-mail" (e-mail address), "TEL" (telephone number), "FAX" (fax number), "PAGE" (pager number), and "CELL" (cell phone number).

• Scroll Search

1. Use **TEL**, **SCHE/EXP** or **MEMO/TO DO** to enter the mode (Telephone Directory, Schedule Keeper, Expense, Memo, To Do) that contains the data you want.
2. Use ▼ to scroll down, ▲ to scroll up. Hold down to scroll at high speed

• Initial Character Search

1. Use **TEL**, **SCHE/EXP** or **MEMO/TO DO** to enter the mode (Telephone Directory, Schedule Keeper, Expense, Memo, To Do) that contains the data you want.

2. Input the initial characters of the data you want.
3. Press ▲ or ▼ to start the search.
4. If you get more than one, you can scroll.

Editing Data

To edit data

1. Recall data and press **EDIT**.
2. Input data as you normally would.

To delete data

1. Recall data.
2. Press **SHIFT DELETE** and the message "DELETE?" appears on the display.
3. Press **SET** to delete or any other key to abort.

Secret Memory Area

Important!
If you forget your password, you will have to RESET and delete everything in memory!

To register a password

Example
Password: ABC1

Key Operation	Display
TEL	NAME? c
SECRET	PASS? c
ABC 1 **SET** • Your password can be up to 12 characters long.	NAME? c →

- Once you are in the secret memory area (indicated by →), you can input, recall, edit, and delete data, and changed between the Telephone Directory, Schedule Keeper, Expense, Memo and To Do just as you do in the normal (non-secret) memory area.

To enter the secret memory area

1. While in the Telephone Directory, Schedule Keeper, Expense, Memo, or To Do mode, press **SECRET**.
2. Input the current password and press **SET**. If the password is not correct, the password you input will appear on the display with the cursor located under its first letter.

To exit the secret memory area

Press **SECRET**, **TIME/ALARM** or **CAL/CONV** to exit the secret memory area

To change the password

1. While in the Telephone Directory, Schedule Keeper, Expense, Memo, or To Do mode, press **SECRET**.
2. Input the current password and press **SET**.
3. Press **SHIFT SECRET** to display the current password
4. Press **EDIT**.
5. Change to the new password and press **SET** to store.

- To abort at any time before pressing **SET** in step 5, press **TEL**.

Euro Conversion Mode (SF-3700ER/3900ER)

- This mode lets you convert between euros (€) and national currencies
- You can select from any of 11 European currencies and their fixed exchange rates, or you can input your own national currency name and rate

Example
To select the fixed exchange rate of 1€ (euro) = 1.95583DEM(Deutsche mark).

Key Operation	Display
CAL/CONV CAL/CONV • The "CURRENCY?" message appears the first time you use the unit or after you reset the unit only.	CURRENCY?

Key Operation	Display
▼ • Use ▲ and ▼ to scroll through the pre-programmed currencies and fixed exchange rates (see below).	€1 = DEM 1.95583
SET • This registers the fixed exchange rate you recalled, so you can use it for currency conversion.	€ DEM 0.

Pre-programmed Currencies and Fixed Exchange Rates

Country	Fixed Rate (per euro)	Decimal Places
Germany	1.95583 DEM (marks)	2
France	6.55957 FRF (francs)	2
Italy	1936.27 ITL (lira)	0
Spain	166.386 ESP (peseta)	0
Netherlands	2.20371 NLG (guilder)	2
Belgium	40.3399 BEF (franc)	0
Portugal	200.482 PTE (escudo)	0
Austria	13.7603 ATS (shilling)	2
Finland	5.94573 FIM (markka)	2
Ireland	0.787564 IEP (pound)	2
Luxembourg	40.3399 LUF (franc)	0

- Each currency can have either 0 or 2 decimal places.
- The Decimal Places column of the above table shows the default number of decimal places for each currency.

To perform a currency conversion

The following examples assume that the pre-programmed currency DEM is already selected.

Example 1

How many DEM (deutsche marks) are 50 € (euros)?

Key Operation	Display
CAL/CONV CAL/CONV AC 50	€ DEM 50
▶ • Press ◀ or ▶ to convert back. You can convert back only once.	€ → DEM 97.79

Example 2

How many € (euros) are 100DEM (deutsche marks)?

Key Operation	Display
CAL/CONV CAL/CONV AC 100	€ DEM 100
◀	€ DEM 51.13

- Calculation results are rounded off and displayed up to two decimal places.
- Pressing an arithmetic key (+, −, ×, ÷) immediately after a conversion switches to the Calculator Mode with the conversion result part of the calculation
- Pressing **CAL/CONV** in the Calculator Mode immediately after performing a calculation switches to the Conversion Mode with the calculated result ready for conversion.

To change the currency name and rate

Example

To change the DEM name to US$ (2 decimal places) and the rate to 1.1725.

Key Operation	Display
CAL/CONV CAL/CONV EDIT • This displays the currently set national currency and rate.	€1 = EM for 1.95583

Key Operation	Display
US **SHIFT $ SPACE SET** • 2 indicates the default number of decimal places for DEM. You can switch between 2 and 0 places by pressing ◀ and ▶.	RATE/DP? 1.95583 2 Decimal Places
1.1725 **SET** • This stores the input value into memory.	€ = US$ 0.

- You can input up to four characters for the currency name.
- You cannot change the € (euro) symbol to the left of the equals sign.
- You can input a rate within the range of 999999 to 0. EU regulations stipulate six significant digits for the rate. For digits less than 1, the rate can have up to six digits starting with the first non-zero digit.
  Examples
  0.123456, 0.0123456, 0.00123456
- Pressing **AC SPACE** displays the currently set rate for about one second.

Conversion Mode (SF-3700A/3900A/3905A)

- Initially this mode is set up to convert between dollars ($) and pounds (£).
- You can change currency names and specify the exchange rate to use for conversions.

Example
To set an exchange rate of $1 (dollar) = £1.7125 (pounds)

Key Operation	Display
CAL/CONV CAL/CONV EDIT	$ = £

Key Operation	Display
SET	RATE? 1
1.7125 **SET** • This stores the input value into memory	$ 1 = £ 1.7125

To perform a currency conversion

Example 1
How many £ (pounds) are $50 (dollars)?

Key Operation	Display
CAL/CONV CAL/CONV AC 50	$ = £ 50.
▶ • Press ◀ or ▶ to convert back.	$ → £ 85.625

Example 2
How many $ (dollars) are £100 (pounds)?

Key Operation	Display
CAL/CONV CAL/CONV AC 100	$ = £ 100
◀	$ ← £ 58.39416058

- Each press of ◀ and ▶ converts the displayed value to the applicable currency.

- Pressing an arithmetic key (+, −, ×, ÷) immediately after a conversion switches to the Calculator Mode with the conversion result part of the calculation.
  Pressing **CAL/CONV** in the Conversion Mode immediately after performing a conversion clears the display to zero.

To change the currency name and rate

Example
To specify an exchange rate of $1 (dollar) = 1.1825 euros.

Key Operation	Display
CAL/CONV CAL/CONV EDIT • This displays the currently set rate.	_ $ - £ EDIT
▶ ▶ ▶ ▶ EURO **SET**	RATE? EDIT 1.7125
1.1825 **SET** • This stores the input value into memory.	$ 1 = EURO 1.1825

- You can input up to four characters for the currency name.

Memory Capacity Display

Press **TEL** and the memory capacity screen appears on the display for about one second.

Calculator Mode

Press **CAL/CONV** to enter the Calculator Mode.

■ Calculation Examples

Examples	Operation	Display
	AC	0
53 + 123 − 63 =	53 + 125 (Error)	125
	C 123	123
	− 63 =	113
963 × (23 − 56) =	23 − 56 × 963 =	31779
(56 × 3 − 89) ÷ 5.2 + 63 =	56 × 3 − 89 ÷ 5.2 + 63 =	78.19230769
123456 × 741852 =	123456 × 741852 =	E 9.158608051
	C	9.158608051
	AC	0
12 + 23 −	23 + 12 =	K 35
45 + 23 =	45 =	K 68
7 − 5.6 =	5.6 − 7 =	K 1.4
2 − 5.6 =	2 =	K 3.6
2.3 × 12 =	12 × 2.3 =	K 27.6
4.5 × 12 =	4.5 =	K 54
45 ÷ 9.6 =	9.6 ÷ 45 =	K 4.6875
78 ÷ 9.6 =	78 =	K 8.125
12% of 1500	1500 × 12 %	180
Percentage of 660 against 880	660 ÷ 880 %	75
15% add-on of 2500	2500 × 15 % +	2875
25% discount of 3500	3500 × 25 % −	2625

What will the selling price and profit be when the purchasing price of an item is $480 and the profit rate to the selling price is 25%?	480[+]25[%] [−]		640. 160. (Profit)
If you made $80 last week and $100 this week, what is the percent increase?	100[−]80[%]		25.
80 × 9 = 720) 50 × 6 = 300 20 × 3 = 60 480	[AC][MC]80[×]9[M+] 50[×]6[M+] 20[×]3[M+] [MR]	M M M M	720. 300. 60. 480.

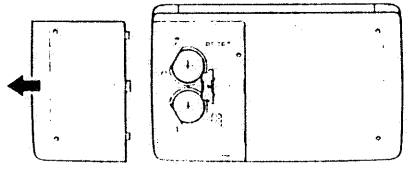
About the Power Supply

Caution

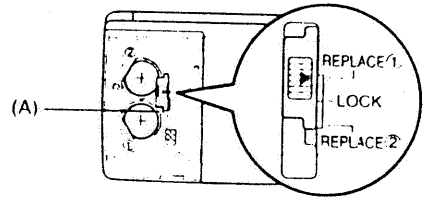
- All data stored in memory is lost if you remove both batteries at the same time.
- Replace the batteries at least once every two years, no matter how much you use the unit.
- Be sure that you keep a separate copy of all important data that you store in the unit.

To replace the batteries

1. Press **OFF** to switch power OFF.
2. Slide the battery compartment cover in the direction indicated by the arrow.



3. Slide the battery switch to the "REPLACE (1)" setting.
   Insert a thin, pointed object into (A) and remove the old battery.



Caution

Be sure to remove only one battery at a time. Otherwise, you will lose all data stored in memory.

4. Replace the old battery with a new one, making sure that the positive (+) side of the new battery is facing up (so you can see it).
5. Slide the battery switch to the "REPLACE (2)" setting and repeat step 4 for the other battery.

- Be sure to load two new CR2032 batteries only. Never mix an old battery with a new one.

6. Slide the battery switch to the "LOCK" setting.

- You will not be able to turn the unit on if the battery switch is not in the "LOCK" setting.

7. Replace the battery compartment cover.

Battery Precautions

- Keep + side of each battery facing up (so you can see it).
- Keep batteries out of the reach of small children. If swallowed, consult with a physician immediately.

The batteries that come with this unit discharge slightly during shipment and storage. Because of this, they may require replacement sooner than the normal expected battery life.

Messages

Message	Remarks
BUSY...	• Unit is busy performing some operation. Never press the RESET button while this message is on the display. Doing so can cause corruption of data in memory.
FULL...	• Delete some data in memory to make room for the new data.
##NO RECORD##	• There is no data in memory.
##NOT FOUND##	• No data in memory matches your specification.
PASS?	• Your operation requires entry into the secret memory area. Input the password.
BATTERY LOW	• Battery power is low. Replace the batteries.

World Time City Table

Code	City Name	Time Difference	Other Cities in Zone
–11	(GMT -11)	– 11	Midway
HNL	Honolulu	– 10	
ANC	Anchorage	– 09	
LAX	Los Angeles	– 08	San Francisco, Seattle, Las Vegas
DEN	Denver	– 07	El Paso
CHI	Chicago	– 06	Dallas, Mexico City, Houston
NYC	New York	– 05	Washington D.C., Boston, Montreal
CCS	Caracas	– 04	Santiago
RIO	Rio de Janeiro	– 03	São Paulo, Buenos Aires
– 1H	(GMT –1)	– 01	Azores
LON	London	+ 00	Greenwich Mean Time
PAR	Paris	+ 01	Rome, Madrid, Amsterdam
CAI	Cairo	+ 02	Athens, Helsinki, Beirut, Jerusalem
JED	Jeddah	+ 03	Kuwait, Nairobi
DXB	Dubai	+ 04	Abu Dhabi
KHI	Karachi	+ 05	
DEL	Delhi	+ 05:30	Mumbai, Calcutta, Colombo
DAC	Dhaka	+ 06	
BKK	Bangkok	+ 07	Jakarta, Hanoi
HKG	Hong Kong	+ 08	Beijing, Taipei, Singapore, Manila
TYO	Tokyo	+ 09	Seoul, Pyongyang
ADL	Adelaide	+ 09:30	Darwin
SYD	Sydney	+ 10	Guam
WLG	Wellington	+ 12	Auckland

Specifications

Model: SF-3700A/3900A/3905A/3700ER/3900ER

Memory capacity: 65,359 bytes (SF-3700A/3700ER)
130,895 bytes (SF-3900A/3905A/3900ER)
Power supply: Two lithium batteries (CR2032)
Power consumption: 0.1 W
Battery life: Approximately 1 year under the following test conditions: Unit turned on one hour each day (5 minutes operation, 55 minutes no operation), with two backlight operations, one Daily Alarm operation per day and Hourly Time Signal turned on.
Auto Power Off: Approximately 6 minutes after last key operation
Ambient temperature range: 0°C–40°C (32°F–104°F)
Dimensions: Folded: 14.6 (H) × 132 (W) × 82 (D) mm
(5/8" (H) × 5 1/4" (W) × 3 1/4" (D))
Unfolded: 11.3 (H) × 132 (W) × 160 (D) mm
(5/8" (H) × 5 1/4" (W) × 6 1/4" (D))
Weight: Approximately 103g (3.6 oz) including batteries

Español

¡Enhorabuena por haber seleccionado este producto CASIO! Para poder efectuar futuras consultas, asegúrese de guardar este manual en un lugar seguro.